

 KENTUCKY CORRECTIONS Policies and Procedures	Policy Number	Total Pages
	27-12-01	5
	Date Filed	Effective Date
	Amended 12/9/08	February 6, 2009
Authority/References KRS 196.035, 439.265, 439.348, 439.480(3), 533.030 P & P ACA Standards 3-3131, 3-3132, 3-3136, 3-3140	Subject CASE CLASSIFICATION	

I. DEFINITIONS

“Collateral contact” means any contact associated with an offender but not otherwise specified by this policy.

“Level of supervision” means the frequency and type of contact between the officer and the offender under supervision. The four supervision levels shall be low risk, moderate risk, high risk, and administrative.

“Personal contact” means face-to-face contact between the officer and the offender.

“Record check” means a local criminal record check. The record check shall be completed either at the Circuit or District Court Clerk's office, by reviewing printouts provided by local jails or court systems and using the Administrative Office of the Courts automated system.

“Risk scale assessment” means a classification device designed to assess an offender’s probability for further criminal behavior.

II. POLICY and PROCEDURE

The purpose of case classification is: (1) To improve the effectiveness of service delivery to the offender; (2) To improve management and line staff decision making; and (3) To provide a data base for budgeting and staff deployment on a workload rather than a caseload model.

An offender under the supervision of Corrections shall be assessed by means of a risk scale document and supervised according to the standards assigned to the appropriate level of supervision (3-3130).

A. Supervision Classification categories shall be as follows (3-3131, 3-3132, 3-3136, 3-3140):

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1. High Risk

This level of supervision shall require a minimum of:

- a. Two (2) contacts per month. One contact shall be a face-to-face contact with the offender at any suitable location for the purpose of progress assessment, monitoring, and provision of other services. The second contact shall be at a location outside of the office and may include contact with the offender, an adult family member, an employer, an outside service provider, or another credible community member with knowledge of the offender and his current circumstances;
- b. One (1) face-to-face contact at the offender's residence at least once every three (3) months. An offender change of address shall be verified by a home visit within thirty (30) days of the residence change;
- c. A record check at least once per month; and
- d. Monthly employment verification. Any change in employment shall be verified within thirty (30) days by a personal visit, paycheck stub, or other means as accepted by the District Supervisor.

2. Moderate Risk

This level of supervision shall require a minimum of:

- a. One (1) face-to-face contact per month between the officer and the offender. Acceptable locations shall include, but are not limited to, the offender's residence, employment, or treatment provider;
- b. One (1) of the face-to-face contacts being at the offender's residence at least once every six (6) months. An offender change of address shall be verified by a home visit, lease, or mail within thirty (30) days of the residence change;
- c. A record check at least once per month; and
- d. Monthly employment verification. Any change in employment shall be verified within thirty (30) days by a personal visit,

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paycheck stub, or other means as accepted by the District Supervisor.

3. Low Risk

This level of supervision shall require a minimum of:

- a. One (1) face-to-face contact every three (3) months between the officer and the offender. Acceptable locations shall include, but are not limited to, the offender's residence, employment, or treatment provider;
- b. Reports, which shall be mailed in by the offender, during the months when the offender does not report in person. An offender change of address shall be verified by a home visit, lease or mail within thirty (30) days of the residence change;
- c. A record check at least once per month; and
- d. Monthly employment verification. Any change in employment shall be verified within thirty (30) days by a personal visit, paycheck stub, or other means as accepted by the District Supervisor.

4. Administrative Supervision

This level of supervision shall require:

- a. One (1) records check per month. The offender shall provide documentation regarding financial obligations monthly to his officer; and
- b. Quarterly reports, which shall be mailed in by the offender, with accompanying verification of employment and compliance of financial obligations.

A greater number of personal contacts per month may be necessary in order to meet the supervision objectives. Collateral contacts shall be made as necessary, and all efforts shall be made to keep the offender's status confidential. The home visit may be waived with the approval of the supervisor (3-3132).

B. Community Contacts - Home Visits

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1. Home visits to offenders shall be conducted with an identified purpose and during hours when the offender is most likely to be reached at home.
2. Home visits shall be conducted with at least two or more officers present if staffing levels allow as determined by the District Supervisor or designee.
3. Officers shall ensure that before they depart the office for home visits, they have in their possession:
 - a. A communications device that will contact the local police department or the Probation and Parole office. The officers shall advise the District Supervisor or the staff in the office of the type of communication device that they will be using in the field; and
 - b. Equipment to handle any typical situation that may be encountered in the field, including but not limited to a protective vest, weapons, and restraints.
4. The officers shall inform the District Supervisor or designee of their community contacts itinerary, which shall include estimated return time and contact information prior to departing the office. The officers shall contact the District Supervisor or designee upon their return. If delayed beyond their estimated return time, officers shall notify the District Supervisor or designee.

C. Mail-In Reports

1. An offender who mails in a report shall be supplied by the officer with the proper document. The offender shall be advised by the officer of his responsibility in completing and mailing the reports by the due dates established by the officer. The offender shall be responsible for providing envelopes and postage.
2. The supervising officer shall review and sign each mail-in report and record the information in the case management system, using the code OC (Office Collateral).

All contacts with the officer's clients shall be recorded in compliance with one of the following codes:

OS - Office - Subject
 OS* - Office - Subject *Saw Secretary
 OF - Office - Family

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OC - Office - Collateral
OE - Office - Employment

CS - Community - Subject
CF - Community - Family

CC - Community - Collateral

ES - Employment - Subject
EE - Employment - Employer
EC - Employment - Collateral
ENC - Employment - No Contact

HS - Home - Subject
HF - Home - Family
HC - Home - Collateral
HNC - Home - No Contact
TS - Telephone - Subject
TF - Telephone - Family
TC - Telephone - Collateral
TE - Telephone - Employer
JS - Jail - Subject
JC - Jail-Collateral

D. Absconders

All absconders shall be included on the active caseload. A risk scale assessment document is not necessary if an offender is an absconder. If an absconder is located and returned to active supervision by the releasing authority, an initial assessment shall be completed if the offender has been an absconder for six (6) months or longer, and a reassessment shall be completed if the offender has been an absconder for less than six (6) months. If a transferred offender absconds, the current officer shall make reasonable attempts to locate the offender and the officer shall keep the case for thirty (30) days. The officer shall then discuss the case with the District Supervisor or designee for further action.

E. Waiver

All of the requirements above shall be performed by the assigned case officer unless waived by the district supervisor or assistant supervisor. That waiver shall be done on a case by case basis and a note made in the electronic offender management system for each offender each time the requirement occurs and is waived. Blanket waivers shall not be issued for an entire caseload at a particular time or for a particular offender for multiple occurrences.